

AGREEMENT BETWEEN  
LODI BOARD OF EDUCATION  
AND  
LODI COUNCIL OF DISTRICT SUPERVISORS

2015 – 2016, 2016 – 2017, 2017 – 2018

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## PREAMBLE

This Agreement entered into by and between the LODI BOARD OF EDUCATION (hereinafter referred to as the "Board"), and the LODI COUNCIL OF DISTRICT SUPERVISORS (hereinafter referred to as "LCDS").

## WITNESSETH

**WHEREAS**, the members of the administrative staff are particularly qualified to advise in the formulation of policies and programs directed toward the improvement of education standards; and

**WHEREAS**, the Board and LCDS do positively recognize that the welfare of the children of Lodi is paramount in the operation of our schools; and

**WHEREAS**, the Board and LCDS have reached certain understandings which they desire to confirm in this Agreement; now therefore

**BE IT RESOLVED**, that in consideration of the following covenants, it is hereby agreed as follows:

## ARTICLE I

### RECOGNITION

- A. The Board of Education in the Borough of Lodi do hereby recognize the Lodi Council of District Supervisors as the exclusive and sole negotiating representative for collective negotiations pursuant to Chapter 123, Public Law, 1974, for terms and conditions of employment for the unit described herein, including full-time administrators as follows:

Supervisors of Curriculum and Instruction  
Supervisor of Special Services

## **ARTICLE II**

### **NEGOTIATIONS and AGREEMENT**

- A. The parties agree to negotiate in good faith effort to reach agreement pursuant to Chapter 123, Public Laws of 1974. This Agreement, once negotiated, shall not be modified in whole or in part by the parties, except by an instrument in writing, duly executed by both parties, not later than December 1 of the negotiating year.
- B. LCDS believe that failure to find appropriate and acceptable means of involving its members in developing policy which directly affects them will lead to divisiveness, tension, and conflict that will impair the school and adversely affect the education of our children.
- C. The Board and LCDS must together seek and provide quality education programs, and share the responsibility in developing policy in an advisory capacity.
- D. The LCDS members have the privilege of being involved in procedures of employment and dismissal of certificated staff members within the scope of their supervision, and no full-time administrative position is to be filled with a person who is not fully certificated for the specific administrative post.

## **ARTICLE III**

### **BOARD LCDS RELATIONSHIP**

- A. The Board and LCDS observe a strict line of staff relationships, Board to Superintendent to LCDS member to Teacher (or similar equal status administrator) and reverse procedure.

## ARTICLE IV

### WORK YEAR

- A. The Board and LCDS acknowledge that it is the responsibility of the LCDS members to structure his/her time and organization to insure that all duties are performed and obligations are met. This concept recognizes the professional nature of the position and that any time limitation diminishes the position. Nevertheless, the demands of the position can be so time consuming as to warrant the following guarantee:

#### ***12 Month Contract***

1. LCDS members shall receive 22 vacation days annually.
2. All LCDS members shall be granted all holidays and recess periods granted to teachers as per the yearly school calendar.
3. Any new member employed by the Lodi Board of Education who gets appointed to a position in the Lodi Council of District Supervisors bargaining unit shall receive a total of ten (10) days vacation in July and August following their appointment.

Example:

An employee appointed on or before July 1 shall be entitled to ten (10) days.  
An employee appointed after July 1 but before August 1 shall be entitled to five (5) days.

4. The contractual period shall be July 1 through June 30.
5. On the last school day before the Thanksgiving and Christmas vacations begin, and election days, said days shall be half-day sessions. All other days shall be full session days.

## ARTICLE V

### LEAVE OF ABSENCE

#### *A. Sick Leave*

Every LCDS member will be allowed fifteen (15) sick days annually. Said sick leave shall be cumulative and any such sick leave that remains unutilized at the end of the school year shall be carried from year to year unless, and until it is used in any of such subsequent years.

#### *B. Sick Leave Reimbursement*

Upon retirement of an employee, the Lodi Board of Education shall pay said employee for all unused sick days at the then per diem rate of said employee's salary at the time of retirement. Any employee who retires after July 1, 2012 shall receive a maximum of 60 days reimbursement. Per diem is defined as 1/260<sup>th</sup> of annual salary at the time of retirement. Reimbursement of accumulated sick leave in accordance with this article shall not exceed \$ 15,000.00. Employees who are employed by the Lodi School District for a period of less than 25 years shall not be entitled to reimbursement of any sick days. Said monies due to a retiring employee may be paid by the Board Secretary/Business Administrator in the month of July following the employee's retirement.

- C. The Board shall maintain for each LCDS member a cumulative record of absences for which sick leave has been granted. Said records shall note the dates of absence and the type of sick leave granted in each case. The Board shall annually issue to each LCDS member a statement of his/her unused accumulation of sick leave days as of the end of the school year.
- D. As soon as an LCDS member shall find it necessary to be absent because of illness or emergency, he/she shall, as soon as he/she is able to do so, cause notice to be given of such absence.

*E. Personal Days*

LCDS members shall be entitled to four (4) personal days to be taken when necessary at any time during the school year.

*F. Funeral Days*

EMSSAA members shall be entitled to up to four (4) days at any one time in the event of death of any employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandmother, grandfather, stepchild, stepmother, stepfather, stepbrother, stepsister, alternative lifestyle partner, or any other member of the immediate household. One (1) funeral day will be granted for aunt, uncle, and grandparents-in-law. In the event of the death of an employee or student in the Lodi School District, the principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral at the discretion of the Superintendent.

The parties agree in principle that those days defined as funeral days shall be granted only on those days when school is in session.

Funeral days shall be granted on work days only, and further shall be granted as follows:

- a) Two days prior to the funeral
- b) The day of the funeral
- c) The fourth funeral day will be a floating day to be taken at the discretion of the employee, up to thirty (30) days after the funeral.

## ARTICLE VI

### INSURANCE PROTECTION

#### A. FULL HEALTH CARE COVERAGE

The Board shall provide the Usual Customary Rate Series health care insurance protection designated below (effective January 1, 1979). The Board shall pay the full premium for each LCDS member and in cases where appropriate for family plan insurance coverage. The Board shall also pay the full premium for each LCDS member, and where appropriate, for family plan coverage for Major Medical Insurance.

##### *1. Complete Annual Coverage*

For each LCDS member who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31. When necessary, payment of premiums on behalf of the LCDS member shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

##### *2. Prescription Plan*

Effective September 1, 2015 the Board shall enter into the New Jersey School Employees' Health Benefits Plan for Prescription benefits. The Board shall pay the cost of premiums for coverage, excluding each employee's contribution required in accordance with P.L. 2011 Chapter 78. Said plan shall be \$3 co-pay for generic prescriptions and \$10 co-pay for brand name prescriptions. The co-pay amounts for mail order prescriptions shall be \$5 for generic prescriptions and \$15 for brand name prescriptions. The level of prescription benefits as it relates to all other aspects of the New Jersey School Employees' Health Benefits Plan for prescription coverage will be the same as is currently in effect with the Board's existing prescription plan as of July 1, 2014. Expenses incurred by employees for prescriptions shall not be submitted to the Major Medical Program.

##### *3. Dental Program*

The Board shall maintain the dental coverage as is currently enforced for the duration of this contract.

##### *4. Description to LCDS Members*

The Board shall provide to each LCDS member a description of the health care insurance coverage provided under this Article which shall include a clear description of conditions and limits of coverage as listed above.

## **ARTICLE VII**

### **CONVENTION/WORKSHOPS**

A. The Board agrees that LCDS members shall be encouraged to attend state and national meetings of professional organizations. Members shall request, in writing, permission to attend conventions and seminars with \$500.00 each per year being the maximum amount to be spent.

## **ARTICLE VIII**

### **GRIEVANCE**

LCDS believes that the adoption of a grievance procedure is a most valuable asset in the smooth functioning of a school system and for the improvement of morale. No matter how hard two interacting parties attempt, in good faith, to avoid disagreements, differences of opinion will arise from time to time. An orderly and peaceful method of resolving these differences is infinitely preferable to frustrated acquiescence, disruptive concerted action, or expensive legal action.

A grievance exists when LCDS members or LCDS claim there has been a violation, misapplication, or misinterpretation of the agreement or of any existing rule, policy, or practice of the school system. As a grievant proceeds through the channels, his/her claim may or may not be sustained, or if he/she feels aggrieved, then a grievance exists and must be processed.

Nothing in this Agreement shall prevent an LCDS member from discussing his/her grievance with his/her appropriate superior, provided that the resolution of the grievance is not inconsistent with the terms and conditions of employment of the LCDS member represented by LCDS.

#### *Level 1 – Superintendent of Schools*

- A. An LCDS member or LCDS having a grievance shall, within twenty (20) days of the alleged grievance, discuss it with the Superintendent.
- B. If the grievance is not resolved informally, it shall be reduced to writing and presented to the Superintendent. Within five (5) school days after the written grievance is presented to the Superintendent, the Superintendent shall, without any further consultation with the aggrieved party or any party in interest, render a decision thereon, in writing, and present it to the LCDS member or LCDS.

*Level 2 - Board of Education*

- A. If the LCDS member or LCDS are not satisfied with the decision at Stage 1, the LCDS member or LCDS will file an appeal, in writing, to the Board within fifteen (15) school days after receiving the decision at Stage 1. The official grievance record maintained by the Superintendent shall be available for the use of the Board.
- B. Within fifteen (15) school days after receipt of an appeal, the Board of Education shall hold a hearing or grievance. The hearing shall be conducted in executive session.
- C. Within ten (10) school days after the conclusion of the hearing, the Board shall render a decision, in writing, on the grievance. Copies of the decision shall be distributed to the grievant, the Superintendent, and the LCDS.

*Level 3 - Arbitration*

- A. After such hearing, if the LCDS member and/or LCDS are not satisfied with the decision at Stage 2, and feel that appealing it is in the best interests of the school system, it may submit the grievance to arbitration by written notice to the Board within fifteen (15) school days of the decision at Stage 2.
- B. Within five (5) school days after such written notice of submission to arbitration, the Board and the LCDS will agree upon a mutually acceptable arbitrator competent in the area of the grievance, and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specific period, a request for a list of arbitrators will be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- C. The selected arbitrator will hear the matter promptly and will issue his/her decision not later than fourteen (14) calendar days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him/her. The arbitrator's decision will be in writing and will set forth his/her finds of fact, reasoning, and conclusions on the issues.
- D. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be in an advisory capacity.
- E. The cost for the services of the arbitrator including expenses, if any, shall be borne equally by the Board and LCDS.

## **ARTICLE IX**

### **EXTENDED BENEFITS**

#### **A. TUITION PLAN**

1. Each LCDS member shall be reimbursed by the Board \$75.00 per credit not to exceed twelve (12) credits per year for graduate courses completed. Said courses must be approved by the Superintendent of Schools.
2. Upon completion of courses, a transcript shall be submitted to the Superintendent of Schools.

## ARTICLE X

# LODI COUNCIL OF DISTRICT SUPERVISORS

## SALARY GUIDES

### 2015-2016

<b><u>STEP</u></b>	<b><u>MA</u></b>	<b><u>MA+30</u></b>	<b><u>MA+60</u></b>
1	\$117,915	\$122,450	\$125,185
2	\$119,915	\$124,450	\$127,185
3	\$121,915	\$126,450	\$129,185
4	\$133,533	\$138,159	\$140,949

### 2016-2017

<b><u>STEP</u></b>	<b><u>MA</u></b>	<b><u>MA+30</u></b>	<b><u>MA+60</u></b>
1	\$117,915	\$122,450	\$125,185
2	\$119,915	\$124,450	\$127,185
3	\$121,915	\$126,450	\$129,185
4	\$136,204	\$140,922	\$143,768

### 2017-2018

<b><u>STEP</u></b>	<b><u>MA</u></b>	<b><u>MA+30</u></b>	<b><u>MA+60</u></b>
1	\$117,915	\$122,450	\$125,185
2	\$119,915	\$124,450	\$127,185
3	\$121,915	\$126,450	\$129,185
4	\$138,928	\$143,740	\$146,643

## **ARTICLE XI**

### **LONGEVITY**

Employees shall receive, in addition to their salary, the following:

#### **2015-2016**

- A. An additional \$1,800 for Longevity in July following the employee's 14th year anniversary date.
- B. An additional \$1,800 for Longevity in July following the employee's 17th year anniversary date.
- C. An additional \$1,800 for Longevity in July following the employee's 24th year anniversary date.
- D. An additional \$1,800 for Longevity in July following the employee's 27th year anniversary date.

#### **2016-2017**

- A. An additional \$1,800 for Longevity in July following the employee's 14th year anniversary date.
- B. An additional \$1,800 for Longevity in July following the employee's 17th year anniversary date.
- C. An additional \$1,800 for Longevity in July following the employee's 24th year anniversary date.
- D. An additional \$1,800 for Longevity in July following the employee's 27th year anniversary date.

#### **2017-2018**

- A. An additional \$1,800 for Longevity in July following the employee's 14th year anniversary date.
- B. An additional \$1,800 for Longevity in July following the employee's 17th year anniversary date.
- C. An additional \$1,800 for Longevity in July following the employee's 24th year anniversary date.
- D. An additional \$1,800 for Longevity in July following the employee's 27th year anniversary date.

## ARTICLE XII

### DURATION OF CONTRACT

The duration of this Agreement by and between the LODI BOARD OF EDUCATION and LCDS shall be intended for three (3) years, dated July 1, 2015 to and including June 30, 2018. All items shall be in effect July 1, 2015, unless otherwise noted.

All terms and conditions of this agreement shall remain in effect until a successor agreement is reached.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective representatives, all on the day and year designated below:

**LODI COUNCIL OF DISTRICT  
SUPERVISORS**

BY:

Lynda Polisse-Puso

Lynda Polisse-Puso, Chairperson

9/29/2015

Dated

**LODI BOARD OF EDUCATION**

BY:

Nicholas Vara

Nicholas Vara, Vice President

BY:

Frank Quatrone

Frank Quatrone, Superintendent